

REQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

224

PAGE
NO.

1.

1. Requesting Agency

MARYLAND TRAINING SCHOOL FOR BOYS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES

The following were located in the basement of the Administration Building:

Superintendent's Daily Remarks or Diary

May 1, 1899 - October 31, 1902

November 1, 1902 - May 29, 1906

June 1, 1906 - June 5, 1912

June 6, 1912 - June 30, 1918

(Handwritten to June 30, 1908, typewritten thereafter)

Board of Managers or Directors

March 5, 1897 - December 14, 1903 - Minutes of the Board
of Managers of the House of Refuge.

February 4, 1904 - June 15, 1908

July 2, 1908 - April 6, 1916

April 29, 1909 - 1918

Minutes of the Building Committee

July 15, 1904 - July 30, 1909

September, 1909 - April 26, 1910

Minutes of Manual Training Committee of House of Refuge

April 26, 1902 - October 1904

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7. Agency, Division or Bureau Representative

Signature

Superintendent

Title

1/5/56

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.1/5/56
Date

Archivist

Date

Secretary

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Minutes of the Building Committee

July 15, 1904 - July 30, 1909
September 1909 - April 26, 1910

Minutes of the Manual Training Committee of House of Refuge

April 26, 1902 - October 1904

Minutes of Visiting and Indenturing Committee of House of Refuge

November 26, 1902 - October 26, 1905
November 9, 1905 - March 25, 1909

Minutes of Purchasing and Auditing Committee

May 7, 1905 - October 16, 1912

Minutes of Sanitary and Repairs Committee

April 16, 1901 - July 20, 1908 - Entries as House of Refuge
Committee end February 16, 1906 and begin as Maryland
School for Boys March 15, 1906.

RECOMMENDATION: RETAIN PERMANENTLY

2. CASE FOLDERS

Quantity: 7 drawers active, 132 drawers inactive (total
278 cubic feet)

Dates: 1918 - -

File Arrangement: Alphabetical while active, numerical
when inactive

Annual Accumulation: 4 drawers (8 cubic feet)

Indexed: Yes, see Item 3

The following records are in the average case folder:

Commitment Papers

Release - copy signed by the Court

Face Sheet (4 pages) shows history of boy, physical descrip-
tion, family, and court record

Correspondence

Disciplinary Report - one for each action

School Report Card

Class Admission Slips

Progress Report to the Court (Form SDPW 420)

Inmates Family History

Parole Investigation Report

APPROVED BY
BOARD OF PUBLIC WORKS

Date . JAN 9 1949

[Signature]
SECRETARY

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4. Item No. 5. Description of Records
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6. Recommendation of Hall of Records and Board of Public Works.

Record Out (Form SS-7) shows days inmate is permitted to leave school

Progress notes

Summary of Psychological Examination

Court Request for After-Care Planning (Form SDPW-418)

Referral for After-Care Planning (Form SDPW - 417, 3 pages)

Achievement Tests

Hospital (Infirmary) Records - Since 1952 all health records of the inmate are placed in the case folder at the time of discharge - See Item 6 for records prior to 1952.

Progress Chart - monthly entries as to home life, academic and physical education, band, AWOL, disciplinary actions, etc.

Case records prior to 1918 are discussed in Item 7.

RECOMMENDATION: RETAIN FOR SEVENTY YEARS AND THEN DESTROY.

3. INDEX TO CASE FOLDERS

Size: 3" x 5"

Quantity: 12 drawers

Dates: 1918 - -

File Arrangement: Alphabetical

Card shows boy's name, home address, cottage assignment, age, date of birth, committing judge, date received, date continued, date discharged, dates AWOL, date returned, parents' names. Although the index contains cards dating from 1910, its completeness prior to 1918 is questionable.

RECOMMENDATION: RETAIN PERMANENTLY.

4. PUNISHMENT RECORD

Quantity: 4 volumes

Dates: November 18, 1898 - June 30, 1910

May 26, 1910 - April 29, 1919

1907 - 1910

May 18, 1909 - September 1910

Shows inmate's name, infraction of rules, attendant's name, and punishment. Punishment consisted of slaps, or strokes and the number of the slaps or strokes are also given; loss of privileges, missing a meal or two, and shaking.

RECOMMENDATION: RETAIN PERMANENTLY.

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APPROVED BY
BOARD OF PUBLIC WORKS

Date: JAN 9 1916

[Signature]
Secretary

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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

5. SUPERINTENDENT'S GENERAL CORRESPONDENCE

Quantity: 7 drawers active, 4 drawers and 10 cubic feet inactive (total 27 cubic feet)

Dates: 1932 - -

File Arrangement: Alphabetical

Annual Accumulation: 1 drawer (1½ cubic feet)

Disposable Amount: 20 cubic feet

Correspondence concerned with the Training School. It is with Federal, State, local and other state agencies, professional and civic organizations, churches, lawyers, vendors, contractors, etc. All correspondence regarding an inmate is filed in the inmate's case folder.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

6. ACCOUNTING RECORDS

Quantity: 22 drawers - office, 69 cubic feet inactive (total 102 cubic feet)

Dates: 1932 - -

File Arrangement: Chronological

Annual Accumulation: 4 drawers (6 cubic feet)

Disposable Amount: 75 cubic feet

Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically, these supporting records are:

Comptroller of the Treasury

Form No.

E-1-S

E-1 and E-½

DD-1

R-2 (formerly MR-2)

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of Unexpended and Obligated Balances

Monthly Statement of Balances

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Date

[Signature]
Secretary

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Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies
47-A	Purchase Order
100-16	Out-of-Schedule Requisition for Supplies
39-A and 40-A	Stores Requisition
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet
B.P. Inv. R101	Report of Fixed Assets (annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement) Memorandum of Adjustment
	Others
	Vendors Invoices
	Bank Deposit Slips
	Bank Statements
	Canceled Checks
	Inventory - expendable equipment
	Check Stubs
	Inmate's Purchases - Commissary account cards
	Inmate's Order for Commissary Purchases
	Cash Receipts
	Petty Cash Slips - for less than a dollar returned to inmate at time of discharge
	Receipt for clothing issued
SDPW-402	Statistical Card for Child Committed to Training School
SDPW-403	Statistical Card for Child Detained in Training School
SDPW-404	Monthly Statistical Report of Training School to State Department of Public Welfare

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Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>SDPW-394</p> <p>Quarterly bills to Counties for boys in the Training School Vendors delivery receipt Shipping and delivery instructions Weekly Overtime Sheet for Employees Employees Daily Sign-in Sheet</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>7. <u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.</u></p> <p>PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL EXCEPTIONS, Additions and Exceptions - the agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-B, approved by the Board of Public Works, January 11, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
8.	<p><u>MASTER AUTHORIZATION</u></p> <p>This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for</p> <p style="text-align: right;">JAN 9 1956 Date ... <i>[Signature]</i></p>	<p>RK8</p>

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making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard state-wide form, prepared annually for each employee

Leave applications

Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

10. ADMISSION RECORD

Twenty-six volumes of admission Records have been located in the basement of the Administration Building covering the dates from March 17, 1860 to January 17, 1939. (Missing volumes are listed below). The use of these book entries was discontinued on the latter date, the information in the volumes is found thereafter in the case folders where it is in more detail than in the volume entries.

Volume No. 1 -	Containing Case Numbers	1-510
Volume No. 3 -	" " "	799-1169
Volume No. 6 -	" " "	1791-2091
Volume No. 8 -	" " "	2337-2710
Volume No. 12-	" " "	3600-3851

An alphabetical index to the Admission record was maintained to Case No. 8139 (September, 1934); however, the index does not appear to have been kept accurately after 1930 as the entries are sporadic after that year. Entries in the history book show the boy's family history, genealogy, description, commitments to this or any other correctional institution, dates of release, and any occurrences of special note occurring during the boys commitment in the training school. There are no other records of these boys prior to 1918 when the State purchased the institution.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

BOARD

RKS

DATE... JAN 9 1956

[Signature]